

Employer Support of the Guard and Reserve (ESGR)

Volunteer Position Description

Position Title: State Chair

Purpose: State Chairs are responsible for all aspects of State ESGR operations. They organize, lead, direct, supervise, and motivate ESGR members with various backgrounds, abilities and interests. Chairs must have excellent leadership and communication skills, as they must frequently address influential people or groups, including governors, legislators, Adjutants General, Guard/Reserve general/flag officers, federal/state/local officials, mayors, CEOs, business and industry leaders, Chambers of Commerce, and civic groups. Chairs develop and execute the State's Annual Spending Plan and budget.

Supervision and Evaluation: State Chair reports to the National Chair (NC). NC will assess and provide feedback on performance at least annually.

Duty Description/Responsibilities:

- a. Execute State ESGR operations in support of ESGR mission, goals, objectives, and priorities as outlined in the ESGR Strategic Plan.
- b. Develop and establish goals, objectives, priorities, and measurements for the State ESGR. Ensure all volunteers understand ESGR's purpose and goals and state chair expectations.
- c. Oversee State ESGR organization and membership including recruiting a representative volunteer base, and appointing/assigning, monitoring, and accounting for personnel.
- d. Establish chain of responsibility among full time support staff and volunteers.
- e. Monitor progress of all State ESGR activities and core programs. Ensure timely data collection and report submission. Assess effectiveness and mission accomplishment.
- f. Oversee Ombudsman case management.
- g. Provide guidance, direction, support, resources, and supervision to Area Chairs.
- h. Prepare and submit annual budget plans.
- i. Represent ESGR and act as the principal spokesperson for ESGR with employers to promote employer support.
- j. Provide feedback to ESGR regarding employer attitudes and opinions pertaining to participation of their employees in the Reserve components (RC).
- k. Recommend programs and initiatives that enhance and sustain employer support.
- l. Review support staff performance semi-annually, and provide to the appropriate Headquarters Contracting Officer's Representative (COR).

Qualifications:

- a. Demonstrated leadership, motivational, organizational and communication skills.
- b. Time available to execute the ESGR mission as defined by the ESGR Strategic Plan.
- c. Understanding of the importance of National Guard and Reserve missions.
- d. Basic information technology skills (Microsoft Office products, spreadsheets, internet browsers, email, etc.).
- e. Business experience, including understanding of business and industry environments. Prior experience with volunteer organizations recommended.
- f. Commitment and willingness to lead the organization.
- g. Ability to plan and organize the activities of a large number of volunteers.
- h. Understanding of the strategic planning process.
- i. Understanding of the Joint Ethics Regulations (Reference (k)) as they apply to representing Department of Defense (DoD) – specifically, the use of appropriated funds, gifts, travel, and relationships with non-DoD organizations (public, private, nonprofit).

Training Required: Chairs must accomplish training according to the Volunteer Management Instruction (ESGRI 1250.10) and local requirements.

Time Expectations: Estimated 40 hours per month, average.

Term/Term Limits:

- a. The Chair is appointed for a three-year term and can serve no more than two terms; terms need not be consecutive. Partial terms will be handled on a case-by-case basis.
- b. The outgoing Chair will work with the Chair Select for effective transfer of leadership.
- c. The Chair Select normally assumes leadership on October 1st.
- d. When necessary, Chairs will be asked to form a Search Committee to select a successor.
- e. Chairs who successfully complete at least a three-year term will be permitted to retain the honorary title of “Chair Emeritus.”

I attest that I possess the availability and will commit the time, energy and effort necessary to effectively lead this State Committee in the fulfillment of its mission.

Candidate Signature: _____ **Approver Signature:** _____

Signature Date: _____